



The Deputy Secretary of Energy
Washington, DC 20585

June 23, 2005

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: CLAY SELL *Clay Sell*
SUBJECT: Working Capital Fund Board Charter and Membership

The Department's Working Capital Fund continues to be a useful tool for financing common administrative services. Market-like pricing policies developed by a Board have permitted the Department to reduce administrative costs while expanding customer and supplier flexibility.

I have approved an updated Charter for the Working Capital Fund Board (Board) (attached), and I am appointing the following organizations to serve until new appointments are made:

Management, Budget and Evaluation/Chief Financial Officer (Chair)
General Counsel
Chief Information Officer
National Nuclear Security Administration
Civilian Radioactive Waste Management
Energy Efficiency & Renewable Energy
Energy Information Administration
Environment, Safety & Health
Environmental Management
Fossil Energy
Nuclear Energy, Science & Technology
Policy & International Affairs
Power Marketing Liaison
Science
Security & Safety Performance Assurance

Heads of these organizations are expected to designate Board meeting attendees who understand the corporate needs of the Department and can speak for their organizations. Please contact Mr. Howard Borgstrom, Fund Manager, electronically or by telephone, at (202) 586-5923 to identify the persons to be notified of upcoming meetings. Thank you for your cooperation.

Attachment



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